

Northwest Michigan Community Action Agency (NMCAA) is seeking a **Senior Nutrition Department Director**: \$42,640/yr. This position serves as Director of Northwest Michigan Community Action Agency's 5-County Senior Congregate Meals and Meals on Wheels programs.

Responsible for all aspects of successful program operations including grants management, fundraising, programmatic budgets and reporting, department personnel, volunteer recruitment and management, service delivery and more.

Qualifications:

- Bachelor's degree in human services field, administration, or equivalent;
- Minimum 5 years practical field experience;
- Effective interpersonal, leadership, and management skills;
- Strong written and verbal communications skills; and
- Proven positive grants management, fiscal operations, and fundraising experience.

To apply, submit letter of interest and resume by June 7, 2011 to:

Betsy Rees
3963 Three Mile Rd.
Traverse City, MI 49686